Tachygraphy
or
SHORT-WRITING
The
MOST EASIE
EXACT AND
SPEEDIE
First
Composed
by
THOMAS SHELTON
and
now by him Newly
Corrected &
Enlarged
1659

London Printed by M. Simmons in Aldersgate Street next doore to the golden Lion

George Carter his Booke 1680

3.6.95

TACHY-GRAPHY.

THE

Moſt Exact and Compendi-
ous Method of Short and Swift
Writing that hath ever yet
been publiſhed by any.

Compoſed by

THOMAS SHELTON

Author and Profeſſour of
the ſaid ART.

Approved

By both the Univerſities.

LONDON;

Printed by *M. Simmons*, dwelling next
doore to the Golden Lyon in
Alderſgate ſtreete, 1660.

25788. f. 129

TO
THE WORSHIPFUL
his very Worthy Friend,
RICHARD KNIGHTLEY
ESQUIRE.

Worthy Sir,

MY purpoſe was that (without any addition or alteration) this ſmall Treatiſe ſhould have paſſed, as I had formerly compoſed it: but finding ſomewhat that I judged uſeful, to the eaſier attaining of the Art, which before was omitted, at the requeſt of diverſe of good judgment, I was perſwaded rather to adventure the breach of that promiſe, than to conceale that which might be uſefull to many.

The manifold ingagements I ſtand in to your Worſhip, require a better retribution: but your favourable aſpect to one as little deſerving, hath emboldned me to crave of your Worſhip to countenance this, and the rather becauſe

your experience in the Art, hath already encouraged many to the ſtudy of it.

I dare not ſo much injure your Worſhips vertuous inclination, as to feare the acceptance of this poore expreſſion of my thankfullneſſe, ſeeing it is not unknowne to your Worſhip, nor to many thouſands beſide, that it hath been inſtrumentall for the good of the Church, and the perpetuating the memories (*as the ſmell of Lebanon*) of many worthy men, who, though they now reſt from their labours and their works have followed them; yet by this means the fruit of their labours is continued with us. I deſire your worſhip to pardon my boldneſſe; and to pray for the increaſe of all bleſſings on your Worſhip, ſhall be the imployment of

Your Worſhips

to be commanded

THOMAS SHELTON.

To

To the Reader.

I *Am prevented for ſpeaking much of the utility of this Art, by the experience of many hundreds that have already learned it, that by this meanes are able (like that heavenly Scribe, Mat.* 13. 52.) To bring forth of their Treaſuries, things both new and old: *As alſo by the beneſit that many thouſands enjoy by the workes of many worthy Divines, which had periſhed with the breath that uttered them, had not God, as out of* Zebulun, *Judg.* 5. 14. *inſtructed ſome to* handle the Pen of the writer; *who may ſay of them as* Baruch *of* Jeremiahs *roll, Jer.* 36. 18. He pronounced all theſe words to me; and I wrote them with inke in the book: *Beſides the priviledg that divers injoy in foraine parts, by uſing Bibles and other books in this writing, without danger of bloody Inquiſitours.*

Theſe and the like conſiderations move me to ſay the leſſe: only let the intelligent Reader judge how uſefull ſuch a skill may be, by the learning whereof ſo much time and labour is ſaved; whereby as much may be written in one page as otherwiſe in ſix, and as much in the margent as the Page: a skill whereby thoſe that have weak memories, may both eaſily preſerve their own conceits, that elſe would ſoon vaniſh and be furniſhed with notions from others. For the plaineneſſe of the rules, the eaſineſſe in learning, the ſpeed in writing, the facility in reading, let the diſcreet reader peruſe, practiſe and judge.

THO: SHELTON.

To

To the Authour his Friend, upon his Art of *SHORT-WRITING.*

FOrtunate Art, *by which the hand ſo ſpeeds,*
That words are now of ſlower birth than deeds!
Diſſembling age, that faith ſo often breakes,
Learne hence to do more than the proudeſt ſpeakes,
Speak not the Authors praiſe; his Art *commands*
Our tongues ſhould be more cripled than our hands:
Nor can we ſcape (this ſpight his ſpeed affords)
From being over-taken in our words.
What ſhall become of their Divinity,
Which ſcatter'd through two houres Tautologie,
Gather'd by theſe quick Characters, muſt hence
T' indure the doom of ſuch as can ſpeake ſenſe?
But that thine Art's *a friend to repetition,*
Their hourly breath; they'd damne the next edition.
Print then that praiſe, which volumes cannot hold
But in thine own compendious figures told;
Figures, which makes us duller handed thinke
Words from the ſpeakers mouth diſſolve to inke,
And fall upon thy papers, or thy quill,
Made of ſome nimble tongue, gave thee this skill.
Still may that full-fledg'd pen with moiſture ſpring,
Snatcht from the Eagles, not the Gooſes wing.

E.R. *Mag. Art.* Magd. *Coll.*

TO HIS INGENIOUS FRIEND
Maſter *Thomas Shelton*, on his Art of
SHORT-WRITING.

Such is thy Art, that either thou alone
Compris'd the Iliads in a Nut, or none;
I've read this oft, yet ſcarſely did give credit,
(Except thy ſelfe) that ever one man did it:
Yet now it is no wonder, when I ſee
Thou writ'ſt whole volumes in Epitome;
And with ſuch ſpeed, that with thy nimbler pen,
Thou doſt anticipate the tongues of men:
So that if Plutarch *liv'd, he ſcarſe could tell*
To find thee in thy Art a Parallel.

Tho. Fancourt.
Cantab. Col. Pet.

To the Authour.

WHy ſhould I praiſe thy Art in writing, when
Thy Art and praiſe ſurmounts the praiſe of men?
For if thy way of writing had been ſhowne
To ages paſt, Printing had ne're been knowne,
Nor the Invention ſought or valued; when
The Preſſe can ſcarcely over-run thy Pen.
So that what honour's due unto the Quill,
Or glory unto thoſe that have the skill
In faire Orthography, their titles ſtand
As pages to attend upon thy hand.

Nath. Maſon, G.C.Coll.

To the Authour on his Exquiſite Art of SHORT-WRITING.

WHat! write as faſt as ſpeak? what man can do it?
What! hand as ſwift as tongue? perſwade me to it.
Unlikely tale! Tuſh, tuſh, it cannot bee,
May ſome man ſay, that hath not heard of thee.
This thou canſt doe, this (Shelton) *thou haſt done,*
Thy nimbler pen hath many tongues out-run.
Therefore, if any one of mee demand
What hand's the beſt, I ſay, thy running hand.
Herein the Proverb holds not, for thy haſt
Is advantagious, it doth make no waſt:
Nor doſt thou envy others this thy Art,
But willingly doſt it to all impart:
And 'tis not fit that ſuch a gemme ſhould reſt
Within the cabinet of a private breſt.
On praiſe of thy Short-writing, *I could long*
Inſiſt, but I therein ſhou'd doe thee wrong.
This only I will adde, whil'ſt ſome deſire
To praiſe thy skill, I rather will admire.

Steph. Jones,

Coll. D. J.

The letters of the Alphabet.

	a	^
	b	|
	c	⌈
	d	⌋
	e	⌘
	f	⌉
	g	⌊
	h	<
	i	⌊
	k	⌒
	l	⌣
	m	\
	n	—
	o	⌒
	p	⌐
	qu	q
	r	r
	ſ	ρ
	t	/
	v	⌄
	w	l
	x	x
	y	y
	z	z

THE ART OF *Short-writing.*

CHAP. I.

Of the Letters of the Alphabet.

THe firſt thing to be learned in this Art, is the Alphabet of Letters, which are to be perfectly knowne according to the forme expreſſed in the copy.

In the writing of theſe Letters, each of them but *x* and *y* (which are not often uſed) are to be made at once, without removing the pen from the Paper. I make one character for *q* and *u*, becauſe they come alwayes together; whenſoever *q* is written, *u* immediately following it; as in *queen*, *quiet*, *quarter*, *&c.*

Theſe letters being ſo perfectly learned, that you can make and know any of them without looking on the copy, proceed to the next.

CHAP.

CHAP. II.

Of the double Conſonants.

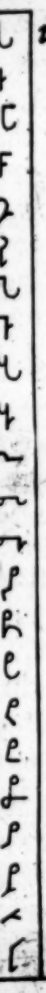
THe double conſonants are the very letters of the Alphabet, joyned together (except the four laſt) and therefore the learning of them is no charge to memory, the letters being once learned.

In the making of theſe double conſonants you may obſerve, that ſtill the ſecond letter is joyned where you end the former: as for example, to write *bl*, your *b* alone is thus [ı], *l* alone thus [∪], when they are to be joyned, draw *l* from the foot of *b* thus [∪], To write *br*, write *b* as before, and then draw *r* out of the foot of *b* thus [ı·]. To write *cl*, *c* alone is thus [⌐], *l* thus [∪]: when you joyn them, draw *l* out of the foot of *c* thus [⌐∪]: *cr* thus [⌐], and ſo of the reſt, as you may ſee in the copy of the double conſonants.

Double consonants

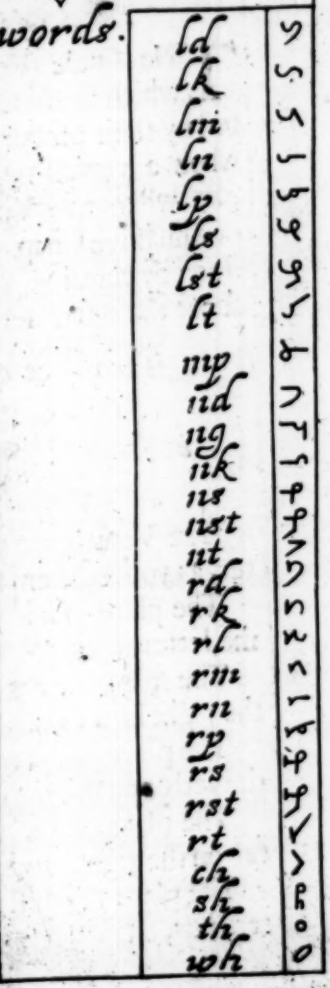
To begin words.

bl
br
cl
cr
dr
dw
fl
fr
gl
gr
kn
pl
pr
sc
sk
sl
sm
sn
sp
st
str
tr
tw



To end.

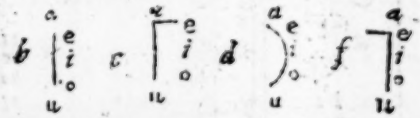
ld
lk
lm
ln
lp
ls
lst
lt
mp
nd
ng
nk
ns
nst
nt
rd
rk
rl
rm
rn
rp
rs
rst
rt
ch
sh
th
wh



CHAP. III.
Of Vowells.

THe ſingle Vowels are *a*, *e*, *i*, *o*, *u*, which in this Art are never expreſſed by their proper characters, (unleſſe when a vowell beginneth a word, or elſe when two Vowels come together of which ſee Chap. 5.) but are underſtood by certaine places, aſſigned them about the other letters: as for example.

The places of the Vowels.



The Vowels are placed about any letter, as you ſee them ſtand about theſe.

The place of *a* is juſt over the head of the letter, thus, ı̇

The place of *e* at the upper corner on the right hand, thus, lʳ

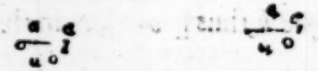
The place of *i* againſt the middle of the letter on the right hand; thus, lⁱ

The place of *o* at the foote of the letter on the right hand; thus, l.

The place of *u* juſt underneath the letter; thus, ı̤

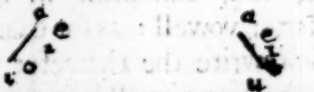
About

About the characters that are flat, or lye even with the line, as *p* and *n*, they are thus disposed;



The place of *a* is just over the middle of the letter; the place of *u* just against it under the letter; the other three *e*, *i*, and *o*, on the right side one under another.

About slope characters, as *m*, and *t*, they are placed thus,



The places about any of the rest are easily observed.

CHAP. IV.

Of the use of the Vowels, and their places.

WHen a word begins with a vowel, the character of the vowell must be expressed: as for example, to write *art*, the character of *a* must be written thus [∧]: the next letter *r*, being a consonant, must be

joyned to *a* thus [ʌ], and then *t* joyned to *r* thus [ʌ]. To write *on*, write *o* thus [c], and at the foot of it joyne *n* thus [⌣]. To write *eke*, write *e* thus [ɔ] and joyne *k* thus [ɔ], as in these,

in	⌣	*us*	ıʏ	
are	ʏ	*ebb*	ɔ	
ark	ʌ	*odd*	ʕ	&c.

If two vowels come together in the beginning of a word, and must both of necessity be sounded, write down the character of the former vowell, and set the following consonant in the place of the latter vowell: as for example, To write *aid*, write the character of *a* thus [ʌ], the next vowell being *i*, set *d* in the roome of it thus [ʌ]. To write *eat*, write *e* thus [ɔ]: the next vowel being *a*, set *t* in the place of it thus [ɔ]: as in these,

aime	ʌ	*oare*	ʏ c	
aire	ʌʏ	*out*	ɕ	
eare	ɔʏ	*ease*	ɔ ʔ	&c.

When a word beginneth with a consonant, the vowell or Vowels following

ing are not expreſſed by their characters, but implyed by the places aſſigned them about the conſonant, and the next letter or letters following are ſet in the place of the foregoing vowell. As for inſtance, to write *ball*, write *b* thus [ ]; in the place of *a* write *l* diſ-joyned thus [ ]: To write *bel*, write *b* as before, and *l* diſ-joyned in the place of *e* thus [ ]. To write *bill*, write *b* as before, and ſet *l* diſ-joyned in the room of *i* thus [ ], *boll* thus [ ], *bull* thus [ ]: as in theſe,

bad		*nat*	
bed		*net*	
bid		*nit*	
bod		*not*	
bud		*nut*	

and the like.

If two conſonants or more come together, and no vowell between them, they muſt be joyned together without taking off the pen: as for example, to write *blame*, *bl* muſt be joyned thus [ ], then in the place of *a* write *m* thus [ ]. To write *break*, write *br* thus [ ], and in the place of *e* write *k* thus [ ].

As in these,

breadth		*speech*	
length		*whence*	
short		*France*	

&c.

Note that alway, when there cometh any vowel, the pen is to be taken off, and the letter after disjoyned, but till you come at a vowel, all the consonants that come together, must be joyned together.

When a word endeth with a vowell, that vowel is understood by a tittle made in the place of it: as to write *me*, write *m* thus [ ], and a tittle in the place of *e* thus [ ]. To write *die*, write *d* thus [ ], and a tittle in the place of *i* thus [ ]: as in these,

say	
we	
cry	
goe	
due	

and the like.

If a word end with *y*, the character of *y* is not expressed but a tittle set in the place of *i*: as in these,

my	
why	
by	

and the like.

CHAP.

CHAP. V.

Of dipthongs.

FOr dipthongs, ſome aſſigne more places about characters then for ſingle vowels; which hath proved inconvenient in the writing, and bred much confuſion in the reading of what hath been ſo written, as they from their own experience have teſtifyed, it being indeed impoſſible exactly to obſerve twelve or fourteen ſeverall places about a ſmall character: for the avoyding of which inconvenience, I obſerve only the places for the ſingle vowels, and no more.

If it be demanded, how words ſhall be expreſſed wherein more vowels then one come together.

I anſwer, if two vowels come together in the beginning of a word, obſerve that rule, Chap. 4. If in the middle of a word, that is, after ſome other letters, obſerve theſe rules.

Firſt, Though two vowels come together, yet oft times one of them doth principally ſound the word, and then the other may be ſpared; as in theſe words.

In { *deare*, *heart*, *neither*, *people*, *guide*, } leave out { *a*, *e*, *i*, *o*, *u* } and write { *dere*. *hart*. *nether*. *peple*. *gide*. }

Secondly, if two vowels come together, and muſt of neceſſity be both ſounded, (as eſpecially when the firſt vowell belongs to one tyllable, and the latter to another) then write the character of the latter vowell in the place of the former : as to write *lion*, write *l* thus [∪], in the place of the firſt vowell which is *i*, write the character of *o* thus [∪], and then joyn *n* at the foot of *o* thus [∪]. To write *poet*, write *p* thus [⌐], in the place of *o* write *e* thus [⌐], and joyn *t* thus [⌐] : as in theſe,

quiet | *ſion* | *caos* |

and the like.

Or elſe make a tittle in the place of the former vowell, and write the conſonant or conſonants following in the latter vowels place; as to write *riot*, write *r* thus [ɾ], make a tittle in the firſt vowels place, which is *i*, thus [ɾ], and

and then in the place of the latter vowell *e*, write *t* thus [ ]. To write *Joel*, write *j* conſonant thus [ ], a tittle in the place of *o* thus [ ], and *l* in the place of *e* thus [ ]: as in theſe,

diall	
giant	
duell	and the like.

CHAP. VI.

Of J and V conſonants.

THe letters *j* and *v* are ſometimes vowels, ſometimes conſonants; the knowledge of which will not be unuſefull in this Art of writing; therefore thoſe that know it not, may take theſe directions.

J is a conſonant alway in the beginning of a word, when another vowell followeth next after it, and it is ſounded like *g* ſoft: as in theſe,

jarre	
judge	
jewel	
Job	and the like.

Alſo in the middle of a word, if a vowell follow it in the ſame ſyllable: As in theſe,

prejudice,
reject,
rejoyce,

and the like.

V is a conſonant when it cometh before another vowel in the ſame ſyllable, and is ſounded like *f*, but ſomewhat ſofter: as in theſe,

vertue,
viall,
veſture,
deliver,

and the like.

When they be Conſonants, and are thus ſounded, they muſt be expreſſed by their proper characters, as the reſt of the conſonants, whether it be in the beginning, middle, or ending of words.

Prepo-

Prepositions for longe words.

Ab		Con			Pre		
ob		cor			pro		
ac		col			re		
ad		de			sub		
af		di			suff		
all		dis			sup		
am		fall			ser		
an		full			sur		
ap		for			sal		
op		im			sol		
as		liber			temp		
at		mes			trans		
circum		mis			vn		
com		per			vp		
		par			vt		

Terminations for longe words.

Able		ing			scrue		
ible		ler			sion		
ation		lent			tion		
ceiue		litie			socuer		
dure		mer			ternall		
fect		mar			ther		
ference		ment			tent		
fication		nes			ture		
fulnes		ous			ver		
iect		cent					
itude		sent					

CHAP. VII.

Of the marks for the beginning and ending of long words.

ALthough by the former rules any word may be written in this Art, and there is no neceſſity of learning more, (the reſt that follow only ſerving to ſhorten the former) yet to thoſe that deſire to be exact in this Art, the benefit of the rules that follow, will countervaile the pains of learning them; therefore in the next place) for the abbreviating of longer words, I have added characters for the beginnings and endings of ſuch as are moſt uſuall.

Theſe marks having little dependance upon the letters, are therefore to be learned perfectly, being of much uſe in writing.

In the uſing of them the ſame rules are to be obſerved as before in words of one ſyllable.

If a word begin with one of theſe markes, the character for it muſt be ſet down; if a conſonant come next it muſt be joyned to the mark, without taking off

off the pen, and then write the letter or letters following in the roome of the vowell. As for example, to write *condemne*, first write your mark for *con*, which is thus [ ]; the next letter *d* being a consonant must be joyned to *con*, thus [ ], and then in the vowels place, which is *e*, write *m* disjoyned thus [ ]. To write *prefer*, your mark for *pre* is thus [ ] joyn *f* thus [ ], and in the place of *e* write *r* disjoyned thus [ ]. To write *submit*, your marke for *sub* write thus [ ], joyn *m* to it thus [ ]; and in the place of *i* write *t* dis-joyned thus [ ]: as in these,

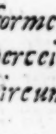
fortune		*remit*		
rebell		*proceed*		
contain		*translate*		&c.

If two of the marks make up a whole word, and no vowel come betweene them, they are both to be joyned together, as to write *reference*, write your mark for *re* which is thus [ ], & then joyn *ference* thus [ ]. To write *project* set down *pro* thus [ ], and joyne the marke for *ject* thus [ ].

As

As in these,

former
perceive
circumference and the like.



If you have a mark for the ending of a word, and not to begin it, you must begin it with the letters of the Alphabet: as for example to write *nature*, write *n* thus [–], and then *ture* being a mark to end it, must be set in the place of *a* thus [±]. To write *brother*, joyn *br* thus [⊢], and set the mark for *ther* in the place of *o* thus [⊢]: as in these;

nation | *pl'able*
never | *difference* &c.

If you have a mark to begin a word, and no mark to end it, it must be ended with the letters of the Alphabet; as to write *permit*, write the marke for *per* thus [⅄], joyn *m* to it thus [⅄], and write *t* disjoyned in the place of *i* thus [⅄]. To write *suffer*, write your mark for *suff* thus [∝], then set *r* in the place of *e* disjoyned thus [∝].

If a vowel come next after a mark or consonant to begin a word, the letter or mark following the vowell must be set

ter disjoyned in the roome of the vowel as in these,

courage		
support		
potent		
lament		and the like.

CHAP. VIII.

Directions for making the foresaid marks, and placing the vowels in long words.

IN making your characters, begin them so that you take not off the pen unlesse it be in those that cannot otherwise be made.

Secondly, the most of them are so framed, that you may end them toward the right hand, that so with more convenience the next letter may be joyned if it be to be joyned.

Thirdly, the next consonant or mark is to be joyned where you last took off the pen from the former.

The vowels in long words are to be placed about the last letter, if it be a word that goeth forward in the line: as

to

to write *contemn*, write *con* thus [ ], joyn *t* thus [ ], and then ſet *m* diſjoyned in the place of *e* againſt *t* thus [ ], not againſt *con* thus [ ]. To write *diſdain*, write *diſ* thus [ ], joyne *d* thus [ ], and then ſet *n* in the vowels place againſt *d* thus [ ]; not againſt *diſ* thus [ ].

Thoſe markes for ending of words that begin with a vowell, are commonly to be joyned to the former marke or letter: as in theſe;

durable
nation
bring

and ſuch like.

Unleſſe there come another Vowell before them, and then the marke is to be ſet disjoyned in the place of the former vowel: as in theſe,

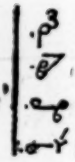
doing
pliable
pious

and ſuch like.

The character for *s* after ſome letters in the ends of words cannot conveniently be joyned; therefore in ſtead of it write

write a tittle behind the whole word: as in theſe,

ſayings *ſervants* *conſerves* *pirates*

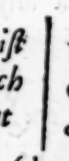


CHAP. IX.

Of characters that reſemble others.

THe ſame character ſometime ſtandeth for two things: as for example, there is the ſame for

ture *ternall* *meſſ* } and { *Chriſt* *which* *what*



which is no hinderance (but a help) in the learning this Art, conſidering how eaſily they may be differenced. When any of theſe marks ſtand alone by themſelves, they are for whole words: when they are joyned with other markes or letters they are but a part; as for example, this marke [⊖] when it is written alone, ſtandeth for *which*; when it is joyned with other letters, it is *ternall*, a part

part of a word; and so of the rest: and by remembring the one, the other is easily called to minde.

CHAP. X.

Whether marks for beginnings may be used to end words, and contrary.

THE markes for beginnings of words may be used for endings, and the endings for beginnings (when they be shorter then the letters of the Alphabet) without any inconvenience: as in these,

mercy		*sentence*	
former		*consent*	
assume		*durable*	
Messias		*indure*	

where you may observe, the mark for the beginning of the former word is the ending of the next.

CHAP.

CHAP. XI.

Examples of words written with the marks: with marks for the names of the books of the Bible.

THe greateſt difficulty that ſome (who have only the helpe of the book) have found in attaining this Art, is about the uſing the foreſaid markes in the writing of words: to helpe ſuch, I have in this Edition added this table of words, compoſed of thoſe marks, wherein for the moſt part there are two words with each mark; the former having a conſonant following the Prepoſition, the latter a vowel.

Theſe words are not to be learned without book, (many of them being afterwards ſhorter expreſſed in the Table) but are only examples to direct the learner how to write other words by them.

I have alſo added in this book, marks for the names of the books of the Old and New Teſtament: the moſt of them are drawn from the letters; and therefore the learning of them is little charge to the memory.

Markes for the Names of the bookes of the old and New Testament.

Genesis		Jeremiah		John	
Exodus		Lamentatī:		Actes	
Leuiticus		Ezekiel		Romanes	
Numbers		Daniel		Corinthians	
Deuteron:		Hosea		Galatians	
Joshua		Joel		Ephesians	
Judges		Amos		Philippians	
Ruth		Obadiah		Colossians	
Samuel		Jonah		Thessaloniā:	
Kings		Micah		Timotheus	
Chroniles		Nahum		Titus	
Ezra		Habak:		Philemon	
Nehemiah		Zephaniah		Hebrewes	
Ester		Haggai		James	
Job		Zechariah		Peter	
Psalmes		Malachi,		Jude	
Prouerbes				Reuelation	
Ecclesiastes		Matthew			
Canticles		Marke			
Isaiah		Luke			

Examples of words written with each of the former markes

Abstaine		Atlas		Imoderate	
Abolish		Attourney		Libertine	
Obligation		Circumuent		Liberall	
Obedient		Compòsition		Messenger	
Aulamation		Comendation		Mistake	
Accuse		Condemne		Misserie	
Admitt		Connex		Pardon	
Addition		Cormorant		Paradice	
Affirme		Courage		Pretend	
Affright		Colchester		Preexistent	
Almighti		Colledge		Propheric	
Allow		Demerit		Proud	
Amber		Deifie		Rebell	
Amiable		Diuert		Reallitie	
Anger		Dialogue		Sublime	
Annotation		Distance		Subborne	
Approach		Dissemble		Suffrage	
Appoint		Fulgentius		Sufficient	
Oppress		Fuller		Supplie	
Opposition		Forbeare		Support	
Aspiration		Forraine		Surmise	
Assume		Imputation		Surrender	

Examples of words written with each of the former markes

Permission		Conceiue		Prouence/s	
Peregrine		Felicitie		Merualous	
Sermon		Aduersitie		Pious	
Seraphin		Indure		Conſent	
Salmon		Defect		Innocent	
Salute		Circumference		Reserue	
Temptatiō		Mortification		Mantion	
Temporall		Willfulnes		Comiſion	
Translate		Toyfulnes		Whensoeuer	
Transact		Subiect		Whosoeuer	
Vpright		Iustitute		Father	
Vppon		Calling		Murther	
Vntill		Doing		Content	
Vniforme		Tempter		Impotent	
Vttmost		Quarreller		Departure	
Vtterance		Relent		Future	
		Excelent		Moreouer	
Durcable		Informer		Euer	
Pliable		Grammer			
Horrible		Installment			
Vocation		Parliament			
Scituation		Aptness			

CHAP. XII.

Of writing 3, or 4. words in one.

SOmetimes three or four words or more, may be joyned together as one word, (as in the 15. Chapter following is declared,) especially if the word begin with a vowel: as in these,

as it is in use
this is of all other
which is as if it

Or else when the former word endeth with a vowel: as in these,

do so too
do no more so
so he may die

and the like.

To make many marks for whole sentences is needlesse; because by the rules of this Art, any thing may be written word for word, as fast as it shall be treatably spoken.

And it is indeed impossible to use them exactly, because sometimes the speaker varying a word or two in the sentence, the mark is either of no use, or else the sentence must be rendred in other words then it was spoken, which is a wrong to the speaker: therefore I have only abreviated a few, which commonly

monly are ſpoken in the very words as I have ſet them down: as for example, in theſe following ſentences,

The Church of God	
The people of God	
The kingdome of God	
The kingdome of Chriſt	
The kingdome of heaven	
The kingdome of Satan	
The joyes of heaven	
The torments of hell	
That is to ſay	
As if he ſhould ſay	
As if it were	
The power of God	
The truth of God	
The mercy of God	
The wiſdome of God	
The glory of God	
The honour of God	
The juſtice of God	
The word of God	
The works of God	
The love of God	
The feare of God	

Many other like might be added, but theſe I think ſufficient to direct the diſcreet learner, who may adde more if he ſee them uſefull.

CHAP. XIII.

Of the uſe of poynts in this Art.

ALthough to thoſe that have attained any perfection in this Art, there is no great uſe of poynting; yet for the help of new beginners, I have added this direction.

At the end of a perfect ſentence, the ordinary period may be uſed, which is this (.) but becauſe it hath ſome reſemblance with another word, leave the ſpace of a word before and after it, thus . or elſe ſet it a little lower then the line, thus .

The Interrogative poynt may be uſed in the common form, thus ? Parentheſis likewiſe as it is uſually expreſſed with two ſemicircles, thus ( ) For other poynts of leſſe uſe, as Comma, Colon, &c. they may wholly be ſpared.

Thoſe that deſire to write the New Teſtament, or Bible, for the diſtinction of the

the verſes, at each verſe end they may ſet this mark ∴.

CHAP. XIIII.

Of the Table.

THough any word in any language may be written by the former rules, yet (to omit nothing that may tend to the ſpeedy attaining of this Art) I have added a ſhort Table of words, ſo frequent in uſe, that almoſt in any ordinary ſentence the greater part of the words are written by this table, without removing the pen from the paper in any one word.

The moſt part of theſe words are little charge to memory, being made out of the letters of the Alphabet.

Thoſe that think the abbreviating long words by marks to be an helpe to this Art, are of another mind. I thinke it needleſſe, for

Firſt, any long word may be expreſſed by the former rules.

Secondly, marks for words ſo ſeldome in uſe are oft times forgotten, before there be occaſion to make uſe of them, whereas many of theſe are written in every ſentence.

Thirdly,

Thirdly, as ſuch words are longer in writing, ſo are they alſo in ſpeaking.

Laſtly, in many long words ſome part may be omitted, and yet no hindrance to the reading of it, as in the following Chapter.

In this book at the requeſt of ſome (who have found it uſefull) I have drawn the Table into ſenſe as neer as I could, keeping to the Alphabeticall way, that it may take the better impreſſion in the memory of the learner. The words that follow orderly in the Table are, thoſe that have the marks ſet againſt them; the other words that ſtand forward in a ſmaller character, are added onely to make ſenſe of the other, and have marks alſo in their place.

CHAP.

Acknowledg
Aduantage
Afflictions by
Away
Anger with
And
Adulterie
Admonish
Arguments by
Against
Account the
After
Abundance for
Actions of
As when
Appeare we shall
Amonge
Apostle
Angells and .

B

Behold
By
Baptisme
Blest men are
Because

Begin they
Beleiue to
Be
Behind not
Brute-beasts
But
Bountie let
Benefits and
Betweene be
Brethren .

C

Cause
Children
Come to
Christs to
Church
Congregation in
Care with
Conscience and
Christians
Consider
Couenant their
Concerning and
Conuersation their
Charitie they vse

Call and
Crosse the
Chastisment and
Comfortable
Confesse and
Certaine
Customes
Cittie of the
Corrupt to be .

D

Doe
Dilligence thy
Delight with
Destroy to
Doctrine
Diuells of
Deliuered
Downe
Darknes in
Dwell wher they .

E

Edefie
Elect the
Epistle by

THE TABLE.

Example and
Enemies for
Enter
Effect and
Euill
Euen
Egept to
End and the
Earth of the

F

Follow
Faith
From
Foundation the
Forgiue
Forbeare and
Fulfilled be
Feare with
Feast and
Flesh not
Fast but

G

Giue
God

Great
Glorie
Grace for
Gospell and
Good to the
Godly and
Generation
Generall in

H

He
Hath that
Holie
Humble
Heart
His
Hope
Helpe and
Heauen is in
Holighost and the
How yet
Hands dee the
Hipocriter of
Heretiker and
Hurt
Him

House and his
Hold
Heare.

I

If
Instrument men be
Instruct to
Ignorant the
Iniquitie from
It
Increase will
Inward
Ioy
Iesus for
Iudg in

K

Keepe
Kingdom in the
Know
King thy

L

Let
Loue men

THE TABLE.

Law the
Lord of the
Life and their
Like is
Longe to be
Land in the .

M

Meditate
Mind in
Man
Made thou art
Mortall
Magestrates
Ministers and
Mart
More haue
Mercie
Multitude on the .

N

Neuerthelesse
Neighbours
Neglect
Necessitie the

Number of a
Nothing that haue
Notwithstanding
Name of
Not them
Now .

O

Oh
Order the
Of
Our
Omnipotent
Obseruable is
Ouer
Outward things
Or
Other .

P

People
Passe to
Praie
Principall ma
Publique

Particuler
Place
Protection for
Prouision and
Prouc and
Patience their
Purpose to .

Q

Qualific
Question the
Quantitie with the
Quarter of a .

R

Remember
Readie be
Repent to
Righteous the
Regard that
Religion
Reioyce
Reward and haue
Reprobater but
Reproofe .

THE TABLE.

S
Stand
Saluation for
Soule of
Spirit and
See
Selfe to thy
Small for
Secret
Sinnes
Self-loue
Shall
Seeme
So
Strong
Send they
Seuerall for
Sacrifice.
Scripture
T
Those
That
Thinke
To not
Turne
Truth to the
Time in
Torment
Themselues
Though
Thou
Thought
This
Thus and
Then
There and
Tell yet
These
Them and
They
Part shall
Thy of
Trouble.
V
Vp
Voice with thy
Vouchsafe and
Vs
Vnderstand to
Verse the
W
We
Were
Wise
With
Whom
What in
Where
Why and
When
Wicked the
World
Would
Walk
Workes with
Which
Worke
Was
Will
Worship.
Y yet
You
Your want.
Z
Zeale.

CHAP. XV.

Generall rules of abbreviation observable in the use of this Art.

THE principall end of the Art of *Short-writing* being to write much in a little time and room, it is not needfull in every word to expresse every letter, but only so many as may serve to sound the word; the rest may be left out as superfluous: as for example, in these words following:

a	may be left out in	*feare, deare, heaven,*
b		*debt, lamb, tombe,*
c		*science, Scipio, acquit,*
d		*judge, badge, wedge,*
e		*enter, end, else,*
g		*strength, length,*
h		*ghost, inherit, Christ,*
i		*fruit, guide, plaine.*
k		*acknowledge, blacke,*
l		*palme, half, psalme,*
n		*condemne, solemne,*
o		*double, deacon, beacon,*
p		*psaltery, psalme, empty,*
s		*iste, paganisme, baptisme,*
t		*elect, reiect, act,*
n		*plague, league, tongue,*
w		*write, sorrow, know,*
y		*obey, say, nay.*

and the like.

2 Sometimes two letters or more may be left out and yet the word sufficiently

ciently ſounded: as for example,

ch, *gh*, *ugh*, *ou* } may be left out in { *ſchiſme*, *might*, *naught*, *through*, *burrough*, *labour*, *neighbour*,

and the like:

3. Sometimes a whole ſyllable may be ſpared in a word: as for example,

For { *vehement*, *Abraham*, *victuall*, } write { *vement*, *Abram*, *vittell*, &c.

4. In the end of ſome long words, two or three ſyllables may be omitted without hindrance to the reading of them: for example, for

incomprehenſible, *abominable*, *tranſubſtantiation*, } write { *incompr.* *abomin.* *tranſubſt.*

5. Sometimes the letters that are ordinarily uſed in the writing of words, may be changed for others of like ſound, that are written ſhorter: as for example,

F is ſounded like *ph*, and may be written inſtead of them; as in theſe words,

for { *phyſick*, *Phariſee*, *philoſophy*, } write { *fiſick*, *Fariſee*, *filoſofy*, &c.

F is likewise sounded in the end of words like *ugh*, and may be written for them: as,

for { *enough*, *cough*, *rough*, } write { *enuf*, *cof*, *ruf*, &c.

K may be written for *ch*, when they have a sound: as,

for { *patriarch*, *melancholy*, *choler*, } write { *patriark*, *melankoly*, *koler*, &c.

X hath the sound of diverse of the double consonants, and may be used in their stead: as for example, it is sounded like

cc, *cts*, *cks* } in { *accept*, *accident*: *acts*, *effects*: *flocks*, *stocks*:

for which write { *axept*, *axident*, *ax*, *effex*, *flax*, *stox*, &c.

And generally when *s* cometh after *k*, they together have the sound of *x*, and *x* is to be written for them.

6 The letter *e* may be left out in many words, sometimes in the beginning, sometimes in the middle, sometimes in the end of words.

In

In the beginning it may be ſpared, when the ſound of it is drowned in the ſound of the next letter following, as it is alway before *x*: as,

for *externall, extent, extract,* write *xternall, xtent, xtract,* &c.

Alſo when it comes before *m*: as,

for *emphaſis, empty, embrio,* write *mphaſis, mpty, mbrio,* &c.

Or before *n*: as,

for *enſigne, enter, end,* write *nſign, nter, nd,* &c.

And in many words before *ſ*. as,

for *eſcape, eſtabliſh, eſtate,* write *ſcape, ſtabliſh, ſtate,* &c.

Sometimes in the middle of a word *e* may be left out, when the ſound of it is in the next letter: as,

for *alteration, liberall, contemn, flatter,* write *altration, librall, contmn, flattr,* &c.

E in the end of a word may be left

out, when it cometh after *l*: as,

for { *eagle*, *title*, *double*, } write { *eagl*, *titl*, *doubl*, &c.

And alwayes, when it ſerveth only to produce the former vowell in the ſame ſyllable, it may be left out: as,

for { *were*, *name*, *thoſe*, *die*, } write { *wer*, *nam*, *thoſ*, *di*, &c.

7. When a conſonant is doubled in a word, one of them may be ſpared: as for *bb*, *ff*, *ll*, write *b*, *f*, *l*: as,

for { *rabble*, *affirm*, *collect*, } write { *rable*, *afirm*, *colect*, &c.

8. Sometimes in this Art, three or four words may be joyned together as one word; of which ſee more, Chap. 12.

9. Laſtly, in writing ſome ſentences whole words may be omitted, which yet in the reading muſt be implyed, eſpecially in common known ſentences: as, for

The feare of the Lord is the beginning of wiſdome, may

may be written.

The fear of the Lord beginning wiſdom.

For, *In the fullneſſe of time God ſent his Son, &c.*

may be written,

In fullneſſe time God ſent Son, &c.

They are not a few that have found benefit by this direction. Thoſe that will make uſe of it, muſt have diſcretion to know what words may be ſpared in writing, and yet muſt be implyed in the reading: for if any principall word be left out whereby the ſenſe is maimed in ſtead of a helpe, it will prove an hinderance.

Againe, it is only to be uſed when one is not able otherwiſe to write word for word after the ſpeaker.

FINIS.

Printed at *London* for *M. Simmons*, dwelling next doore to the Golden Lion in Alderſgate ſtreet.

The lords praier

The Articles of the Creed

The ten Commandements

London Printed by M: Simmons: and are to be Soulde next dore to the golden Lion in Aldersgate street 1660